

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS EUROPE DISTRICT
HUMAN RESOURCES OFFICE
APO AE 09096**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: E-13-98

OPENING DATE: 26 May 1998

CLOSING DATE: 12 June 1998

POSITION: Supply Clerk, GS-2005-4 NTE one year

SALARY: \$17,848 - \$23,203 PER ANNUM

LOCATION: U.S. ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, LOGISTICS MANAGEMENT OFFICE, WIESBADEN, GERMANY

POINT OF CONTACT: EFFIE WOODRUFF, DSN 336-2715 OR COMMERCIAL 0611-816-2715

AREA OF CONSIDERATION: ALL U.S. CITIZENS IN THE WIESBADEN COMMUTING AREA.

SUMMARY OF DUTIES: Responsible for performing clerical supply support work for the District's supply room operation which is concerned with the receipt, storage, control, accountability and issuance of expendable and non-expendable items (to include office supplies, equipment, furniture, tools and other materials). Additionally, incumbent prepares receiving reports for supplies and equipment. Supports the supply room operations by stocking and issuing office supplies and materials. Performs periodic inventories and coordinates with the Supply Officer on replenishment of supplies to maintain an adequate level. Prepares receiving reports for supplies and equipment received on purchase orders and/or other applicable receipt documents. Performs warehouse duties and operates a variety of light vehicles to include sedans, vans and light trucks up to 5T making deliveries and/or picking up equipment, furniture and supplies between local offices, supply centers, property disposal centers and various field locations. Performs standard operator maintenance responsibilities to include refueling, completion of trip logs, tickets, delivery forms and reporting accidents as necessary.

BASIC QUALIFICATION REQUIREMENTS: Applicants must have at least one year of General experience described as progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Or 2 years of education above high school level may be substituted for experience.

ADDITIONAL REQUIREMENT: Must hold a valid drivers license and be able to obtain a USAREUR operator's license.

SUPPLEMENTAL EXPERIENCE STATEMENT: It is mandatory that the applicant address the knowledge, skills, and abilities (KSA's) which are listed below. Applicants are encouraged to use separate sheet of plain paper to describe their experience, education, and training which demonstrates possession of the knowledge, skills, and abilities required for successful performance of the duties of this position. The applicant's supplemental experience statement is not used to determine minimum qualification requirements.

HIGHLY QUALIFYING FACTORS (KSA'S):

1. Ability to communicate orally and in writing.
2. Ability to deal with people at all levels of the organization and outside the organization.
3. Knowledge of basic ware house receiving, stocking and issuing procedures.
4. Ability to load and drive vehicles up to a 5T truck.

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER

HOW TO APPLY: Submit the following to the address below:

(1) SF 171, APPLICATION FOR FEDERAL EMPLOYMENT; OF 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; or a resume or written format of your choice. If you submit a resume or optional format, you must ensure that the information required in OF 510, APPLYING FOR A FEDERAL JOB, is provided. Contact your servicing Human Resources Office for a copy of OF 510.

(2) On plain paper, please describe any training, education, work experience, or other activities which demonstrate the degree to which you possess each KSA. Please sign and date each supplemental sheet.

(3) SUPERVISORY EVALUATION JOB RELATED FACTORS: This form is designed to elicit specific rating from your supervisor on the highly qualifying criteria. You MUST submit this appraisal in order to be considered. Exceptions will be made for applicants not currently employed or applicants who do not have a supervisor available to complete a rating. In such cases, applicants MUST submit an explanation for the lack of an appraisal.

(4) OPM Form 79-2, (Identification of Race and National Origin) You are requested to complete and submit this form with your application. Completion is voluntary, and personnel selections are not made based on this information.

(5) SF-50, Notification of Personnel Action, if applicable. This is used as proof of status of current or last appointment and MUST be submitted.

(6) Most recent annual Employee Performance Appraisal.

(7) FAMILY MEMBERS (FM) must provide a copy of the sponsor's PCS orders. Family members on leave without pay must also provide a copy of their SF-50 that verifies LWOP status and latest performance appraisal.

(8) FORMER MEMBERS OF THE MILITARY ARMED FORCES must submit copy #4 of their DD Form 214.

EQUAL EMPLOYMENT OPPORTUNITY: Evaluation of qualifications and consideration for placement will be made on a fair and equitable basis without regard to race, religion, color, lawful political or other affiliation, marital status, sex, age, national origin or physical handicap provided such handicap does not preclude performance of required duties.

PRIVACY ACT REQUIREMENTS (P.L. 93-579): The forms referenced in this announcement are used to determine candidates' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361. The social security number is not required for this purpose and may be deleted from the form.

SUBMIT APPLICATION TO THE HUMAN RESOURCES OFFICE, US ARMY CORPS OF ENGINEERS, EUROPE DISTRICT, SEVENTH FLOOR, ROOM 700, AMELIA EARHART CENTER, KONRAD ADENAUER RING, 65187 WIESBADEN, GERMANY, OR US ARMY ENGINEER DISTRICT, EUROPE, CMR 410 BOX 21, APO AE 09096, NO LATER THAN CLOSING DATE OF THIS ANNOUNCEMENT.

SUPERVISORY EVALUATION JOB RELATED FACTORS

SUBMISSION OF THE SUPERVISORY EVALUATION OF JOB/RELATED FACTORS IS REQUIRED FOR CURRENT FEDERAL EMPLOYEES APPLYING FOR PROMOTION OPPORTUNITY. (Employees who have relocated and cannot meet this requirement must indicate so below.)

METHOD OF EVALUATION: Applicants first will be evaluated to assure that they meet minimum qualifications eligibility requirements established by OPM, and that they satisfy any selective factors or conditions of employment required in the job. Applicants who meet all the requirements will be evaluated further in terms of job related knowledge, skills, and abilities, to determine the best qualified candidates for referral to the selecting supervisor.

PLEASE CIRCLE APPROPRIATE NUMBER TO INDICATE LEVEL OF PERFORMANCE

4 = Superior 3 = Highly Successful 2 = Fully Successful 1 = Marginal 0 = Unable to Appraise

EVALUATION FACTORS:

LEVEL OF PERFORMANCE:

1. Ability to communicate orally and in writing.	4	3	2	1	0
2. Ability to deal with people at all levels of the organization and outside the organization.	4	3	2	1	0
3. Knowledge of basic warehouse receiving, stocking and issuing procedures.	4	3	2	1	0
4. Ability to load and drive vehicles up to a 5T truck.	4	3	2	1	0

SUPERVISOR'S SIGNATURE

DATE

I CERTIFY THAT MY MOST RECENT PERFORMANCE APPRAISAL IS AT LEAST SUCCESSFUL.

APPLICANT'S PRINTED NAME AND SIGNATURE DATE